

A FORMATTED DOCUMENT

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TABLE OF CONTENTS

- 1. Why do we need to format a document? 3**
- 2. How can a document be formatted? 3**
- 3. The types of documents that can be
formatted 3**

1. Why do we need to format a document?

- 1.1 A formatted document allows us to read the contents without difficulty.
- 1.2 It allows the numbers to follow in order which in turn separates the paragraph so it does not look like one continuous story.
- 1.3 It makes the document look professional.
- 1.4 It creates flowing text and consistency.
- 1.5 It can create a clear table of contents for easy reference.

2. How can a document be formatted?

- 2.1 A document can be formatted in many ways, namely:
 - 2.1.1 Using headers, footers and page numbers,
 - 2.1.2 The use of text on the page,
 - 2.1.3 Inserting drawings or pictures,
 - 2.1.4 Inserting and alignment of tables,
 - 2.1.5 Including footnotes or endnotes.

3. The types of documents that can be formatted

- 3.1 Any document can be formatted, whether it has text, images, drawings or tables it is

possible to format any content in order to create a clean, consistent document.

3.1.1 Contracts and any legal documents should always be formatted. It contains important information therefore, the document has to be effectively laid out before a signature is applied.

3.1.2 Legal documents such as leases or conveyances.

3.1.3 Thesis – it is important for a thesis to be set out clearly. This will come across as a professional document.

3.1.4 Curriculum Vitae – these need to be set out clearly so all information is clearly visible.

3.2 There are many more documents that would require formatting but only a few have been mentioned.

EXAMPLE OF A TABLE IN A FORMATED DOCUMENT				
	Column 1	Column 2	Column 3	Column 4
Row 1	1	2	3	4
Row 2	1	2	3	4

**Table 1.1 - EXAMPLE OF A TABLE IN A
FORMATED DOCUMENT**